

POSITION DESCRIPTION (RATED)

2018

Classification: CONSTRUCTION REPRESENTATIVE - SENIOR
Team / Section: Construction Quality Control / Construction Oversight
Bureau / Division: Architecture and Engineer / Facilities Development and Management
Position Number 025644

POSITION SUMMARY

This is a construction oversight position which is responsible for overseeing the work of consultants, contractors and commissioning providers involved in the design, construction, renovation and commissioning of projects authorized by the State of Wisconsin Building Commission.

Under limited direction, incumbents in this job classification have Senior-level experience and training in Construction Administration. Incumbents provide supervision and administration of State construction projects, assuring the work complies with the Construction Documents and is within scope, schedule and budget. Incumbents must have computer skills in keyboarding, word processing, spreadsheet manipulation, and email and data base operations. This position is a multiple site, multiple project Construction Field Position; incumbents are the conduit for all communication with Prime Contractors and are responsible for managing the progress of the Construction Team throughout the Construction and Close-Out Phases of each assigned project. This position is located in the Bureau of Architecture and Engineering, Division of Facilities Development and Management as part of the Construction Oversight Section.

Incumbents are responsible for Construction Administration at multiple locations of multiple projects of varying types, size and/or complexity utilizing the Division of Facilities Development and Management's (DFDM) WisBuild Information System. Responsibilities include overseeing the performance of Contractors who are building, renovating or demolishing State building(s) and/or State building-related infrastructure(s). Duties include leading the Construction Team and providing direct management of all Prime Contractors throughout all aspects of construction. Incumbents regularly interpret Contract and Construction Documents, providing clarification to Prime Contractors and/or direction regarding non-conforming work. Incumbents review and monitor the Construction Schedule(s) of all Prime Contractors ensuring completeness, accuracy and practicality of tasks along with inclusion of significant start/end dates and project and/or phasing milestones. Incumbents are responsible for conformance with all Project Close-Out procedures; including, but not limited to: inspections, commissioning, punchlist(s), close-out document submittals, and retainage and payment requests.

Oversight includes the identification of design errors and omissions, defective mechanical work and Code violations. The incumbent will communicate with Division staff, design consultants, commissioning providers and contractors to ensure that projects are completed successfully and completed work provides satisfactory performance. Issues relating to design and construction are documented and tracked to ensure that corrective action is completed. This position is a member of the Construction Oversight Section and will participate in the team's assignments and provide other services to the Division and other state agencies as directed. This position requires technical experience, knowledge and skills for effective decision making and management of complex technical issues.

Under the general supervision of a Construction Coordinator Supervisor, the incumbent functions with a high degree of independence within the framework of laws, rules and general policy of the Division and State. The Construction Representative Senior is responsible for providing efficient construction oversight services for a wide range of capital improvement projects. Specific duties include but are not limited to: general inspection of general construction, mechanical, electrical, plumbing and fire protection systems, documenting and tracking the status of observed design and construction issues, reviewing construction verification checklists, witnessing functional testing procedures, conduct construction progress and attend commissioning meetings, assure compliance of waste cap recycling program as required.

This position is part of an extensive and highly diverse central architectural, engineering, project delivery and construction oversight program within the Bureau of Architecture and Engineering. The Bureau and this position is responsible for development and application of State Building Program technical standards, guidelines and policies; managing contracts and directing the activities of architects, engineers, suppliers and contractors.

(Time%) GOALS AND RESPONSIBILITIES

A. (15%) PRECONSTRUCTION PROCEDURES.

A1. Acquire and maintain a complete set of Construction Documents for each project that requires oversight.

A2. Review the plans and specifications to become familiar with the project and determine the scope of work. Establish an organized and consistent electronic filing system to contain all documentation (e.g., email, digital photos, field notes, etc.) relating to each project.

A3. Establish a line of communication with the lead contractor, determine appropriate contacts, and convey expectations relating to quality assurance (e.g., responding to open issues in WisBuild).

A4. Establish and conduct a Preconstruction Meeting soon after the Notice to Proceed letter has been issued.

B. (45%) CONSTRUCTION ADMINISTRATION PROCEDURES.

B1. Act as the Division of Facilities Development's field representative to ensure that all work performed under Divisions 1 thru 33 are completed according to the requirements set forth in contract documents.

B2. Maintain effective communications with the Division's engineering staff, project managers, MEP inspectors, engineering consultants and agency personnel.

B3. Interact and collaborate with other members of the project team to solve design and constructability issues as they arise over the course of a project.

B4. Schedule and facilitate Pre-Construction Meetings to review administrative details, contract submittals, policies and procedures, and construction documents prior to the commencement of work.

B5. Coordinate and Chair all Progress Meeting; including, but not limited to, Pre-Construction, Pre-Installation, Progress and Close-out Meetings.

B6. Monitor shop drawing submittal process and submittal log. Permit no work to proceed without submission and A/E review of stamped shop drawings.

B7. Review Contractor's Reimbursable Labor Rates, Schedule of Values and Project Schedule. Confirm labor rates conform to wage standards and cost breakdowns and schedules reflect the scope of work outlined in the Division Section(s) of the Construction Documents.

B8. Maintain electronic files of all project documentation; including, but not limited to, correspondence, samples, tests reports, transmittals, field decisions, approvals, changes, accident reports, and schedules. Keep all documentation current and organized. Accurately file required documentation in the DOA DFD Project File.

B9. Conduct off-site storage inspections, as required, to determine quality of equipment or materials and quantities and proper documentation is submitted.

B10. Review all Pay Requests, Construction Bulletins, Field Orders, Proposed Costs and Change Orders to insure that invoiced work is complete and that costs proposals are appropriate.

B11. Monitor, review and insure contractors upload all pertinent Waste Management Plans.

B12. Require Contractors and Subcontractors maintain accurate as-built drawings. Ensure A/E reviews as-built drawings periodically in conjunction with A/E required Field Inspections.

B13. Ensure that user agencies are provided with all operation and maintenance materials, and receive appropriate training as specified in the contract.

B14. Utilize the WisBuild Information system to determine the status of requests for information, construction bulletins, change orders, Monitor Issue List to ensure proper resolution of any deficiencies.

B15. Direct, review, monitor and document all aspects of Construction Close-Out (refer to Item D for additional responsibilities).

B16. Using the Issue List in WisBuild, document materials, equipment or installation practices that do not meet the requirements set forth in the contract documents, or that represent violations of applicable building codes.

B17. Monitor the progress of both construction and design related issues to ensure that corrective action is completed. Collaborate with DFD engineering staff and design consultants to resolve the issues to ensure the successful completion of the project.

C. (10%) COMMISSIONING - Monitor and / or Direct Activities.

C1. Coordinate and direct Commissioning Agent to schedule Commissioning Meeting(s) and prepare Meeting Agenda/Meeting Minutes with Contractors and DFD/ MEP personnel.

C2. Monitor By-weekly Commissioning Meetings to insure Construction Verification Checklists are complete on a timely basis and DFD's Commissioning Agent is reviewing Construction Verification Checklists according to the Commissioning Project Schedule.

C3. Attend periodic Commissioning Meetings to ensure Contractors are properly implementing their Quality Control Plans and DFD's Commissioning Agent is implementing the Commissioning Plan outlined in the Construction Documents.

C4. Verify applicable Testing and Commissioning of Life Safety Systems, Security Systems, Elevators, and/or any specialty systems are scheduled and performed in accordance with the contract.

C5. Verify all Commissioning Documents are included in the Owner's Operation and Maintenance Manuals and uploaded in the DOA DFD Project file.

D. (10%) CONTRACT CLOSEOUT.

D1. Coordinate punch list(s) and final completion inspections.

D2. Issue Letter of Substantial Completion to Contractor(s) according to the conditions of the Contract.

D3. Review all Contractor required Construction Close-Out Documents and Submittals. Verify that all Construction Close-Out Documents and Submittals are uploaded to the Wis-build Submittal Log and/or filed in the appropriate DOA DFD Project File.

D4. Communicate to Contractors any deficiencies in Construction Close-Out Documents and Submittals; retain sufficient dollar amounts in Contract until requirements are met.

D5. Review and verify all Wis-build items are complete and closed; including, but not limited to completion of CO's, CB's, FO's, PC's RFI's Issues List and Final Waste Management Plan.

D6. Review and recommend action on reductions in payment, reductions in retainage and final payment.

D7. Complete A/E and Consultant Evaluations in Wis-build.

D8. Review O&M and As-Build drawing; verify they have been received by the A/E of record.

E. (10%) MENTORING

E1. Monitor & direct the activities of new hires & other Construction Oversight section staff members.

E2. Assist the Construction Coordinator Supervisor in the mentoring and/or development of other Staff in the Construction Oversight Section.

E3. Provide instruction and training to new hires and/or other staff in DFD's standards for Quality Control, Contract Administration and Project Delivery.

E4. Provide instruction and training to new hires and/or other staff in DFD's WisBuild Information System.

E5. Monitor the development of needed skills and training requirements for new hires and/or other Staff members. Provide feedback to staff on their skills development and performance.

E6. Provide regular feedback regarding mentoring goals and staff training progress to the Construction Coordinator Supervisor.

E7. Provide fill-in responsibilities for other positions within the Construction Oversight Section during Vacations, illnesses, leave, etc.

E8. Conduct technical research as required to ensure that systems are constructed in accordance with applicable codes, manufacturer's recommendations, industry standards and good Engineering practice.

E9. Perform special investigation, tasks, or assignments as a service to State Agencies or DOA/DFD, as directed.

E10. Participate in scheduled Construction Representative/ Construction Coordinator meeting.

E11. Participate in the process of developing master specifications, construction details and design Guidelines Collaborate with the technical staff within the Bureau of Architecture and Engineering to ensure that specifications and details are consistent with developing technologies and evolving construction practices.

E12. Conduct Plan and Spec Reviews as time allows.

F. (10%) CONTINUED EDUCATION AND CREDENTIAL MAINTENANCE.

F1. Attend conferences and participate in training seminars, workshops, etc. to maintain professional competency as the engineering and construction fields continue to advance.

F2. Maintain Asbestos Supervisor Credentials.

F3. Attend DOA Staff Development & Training.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge, to interpret Construction Documents.
2. Extensive knowledge, of Construction Means and Methods all General Construction.
3. General knowledge and experience across all disciplines and technical areas including electrical, mechanical, plumbing and fire protection systems.
4. Knowledge and experience with problem solving skills including identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
5. Excellent interpersonal, communications, team building and conflict resolution skills.
6. Time management skills.
7. Skills and experience in negotiations and collaboration.
8. Skills in customer service and customer relationship management.
9. Proficiency in Computer Skills and Microsoft Office Suite, including Excel and Microsoft Outlook.
10. Ability to successfully manage the oversight of multiple complex projects simultaneously is essential.
11. Ability to work effectively as part of a team and with a diverse group of individuals and resolve conflicts in a positive manner.
12. Ability to communicate clearly and concisely with design consultants, contractors, project. managers, agency personnel and other members of the project team.
13. Ability to analyze complex construction deficiencies and collaborate with design and construction team members to develop solutions to correct them.
14. Ability to read and interpret building and building system plans, details, schedules and specifications.
15. Ability to read and interpret codes, ordinances, rules and laws.

SPECIAL REQUIREMENTS:

- This position is responsible for overseeing the work of contractors working at various locations throughout the State of Wisconsin. Extensive travel, including overnight travel is required.
- Ability to climb stairs, ladders and scaffold and work at heights above 20 feet in order to reach walls, ceilings and other surfaces, to perform duties within extreme temperature ranges for performing outdoor duties in the summer and the winter, and to enter, exit and perform duties in confined spaces.
- Ability to lift up to 50 lbs., with or without assistance, and stoop, crawl under or over equipment and other non-standard height spaces in order to perform duties.
- Ability to utilize protective gear and appropriate safety precautions.
- Valid driver's license and the ability to meet DOA Fleet standards in order to drive state-owned vehicles for the performance of job duties, or ability to provide one's own transportation.